

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



## ADMINISTRATIVE ASSISTANT

Salary Range: \$739.50 - \$950.75/week

### POSITION

Vacancy is in the Emergency Services and Telecommunications Department. Under supervision, provides increasingly responsible administrative assistance in the department. Provides upper-level clerical and middle-level administrative duties in the administration of the False Alarm Ordinance. Provides day to day operation of the Cry-Wolf Alarm System, including reconciling cash receipts. Researches appeals from alarm customers of Cry-Wolf and CAD Systems. Processes renewal notices, mails letters and posts payments. Assists with time and attendance processing, payroll, and check distribution. Assists with the preparation of department budget. Performs customer service and assists in general correspondence. Performs related work as required. The hours for this position are 40 per week and the above salary includes 5% in lieu of overtime.

### QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public administration, business administration, political science, economics or a closely-related field. One year of progressively responsible experience in a business organization or public service, including some supervisory experience. In the absence of a college degree, responsible technical or professional experience in City government may be substituted for the educational requirement on the basis of one year of experience for one year of the educational requirement. Wherever possible, appropriate equivalents will be considered. **A copy of your degree or transcript must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

**MUST BE A BONA-FIDE RESIDENT OF THE CITY OF HARTFORD AT THE TIME OF APPLICATION.  
MUST SUBMIT A COMPLETED CITY OF HARTFORD RESIDENCE FORM.**

### EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including ratings and tests, will be related to the requirements of the position. The examination will be designed to measure: Knowledge of computer programs such as Microsoft Word and Excel; Knowledge of general office procedures, including filing; Knowledge of research methods and techniques; Ability to establish and maintain effective working relationships with other employees and the public; Ability to express oneself clearly and concisely, orally and in writing. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodation in persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL WEDNESDAY, SEPTEMBER 27, 2006.**

Exam No. 2371  
Issued: 9/13/2006

#### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to  
**DEPARTMENT OF HUMAN RESOURCES**  
MUNICIPAL BUILDING  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103  
TELEPHONE (860) 543-8590

#### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.  
**CHANGE OF ADDRESS:** It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.

## **CITY OF HARTFORD RESIDENCY AFFIDAVIT**

In order to qualify for residency with the City of Hartford Human Resources Rules and Regulations, the City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of your application for employment you are domiciled in the City of Hartford.

For the purpose of this Request, “DOMICILED” is defined to be “that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects.”

You are required to complete and submit this form at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

**NOTICE: THE APPLICANT BEARS THE BURDEN TO SHOW LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.**